

Missouri Valley Community Action Agency

Job Title: Teacher Assistant and Bus Monitor Department: Child & Family Development
Reports To: Center Coordinator/Lead Teacher Supervises: N/A
Classification: Non-Exempt Salary Range: Category 1

Summary:

The Teacher Assistant and Bus Monitor assists the Teacher in implementing and planning developmentally appropriate individual activities in a safe, healthy learning environment. This position will supervise the children and assist the driver while transporting the Head Start children to and from the center.

This position promotes and provides opportunities to staff to embody the agency mission which is “To Engage Communities and Coordinate Resources to Improve the Lives of People Experiencing Poverty”. Program operation is designed around the mission, vision and values of the agency to meet both program and agency strategies and goals.

Essential Functions:

- Promote positive work environment
- Provide guidance to volunteers during children’s group sessions
- Maintain equipment and supplies used in classroom and on playground during group sessions
- Assist in the development and implementations lesson plans based on individual children’s developmental level, interests and learning goals
- Maintain appropriate programmatic documentation in each child-family file
- Manage the classroom in the temporary absence of the teacher
- Participate in scheduled center staff meetings
- Maintain Confidentiality.
- Reliable attendance.
- Provide information to parent committees on a regular basis
- Support family efforts to access community resources
- Provide transition information
- Physically able and willing to participate in all children’s activities
- Follow health, safety and sanitation guidelines
 - Ensure that appropriate adult-child ratio is maintained
 - Provide daily routine care for age appropriate health and hygiene, including hand-washing, and oral care
 - Conduct and document monthly fire and tornado drills
 - Assist children with mealtimes; supporting a “family-style” dining atmosphere
 - Maintain an orderly, clean, and child-oriented classroom
 - Supervision of children that ensures health and safety
- Provide a developmentally appropriate learning environment which:
 - Assist children in learning social skills such as sharing, using words to make needs known, and personal care skills such as hand-washing
 - Provide a learning environment which addresses: Social-emotional, physical, language/literacy and cognitive-intellectual skills

- Includes a balance of active/quiet, small/large group, child initiated and teacher directed daily activities
- Offers opportunities for one-on-one activities with children
- Contains well-defined learning centers with developmentally appropriate materials
- Encourages self-control through the use of positive guidance and appropriate limits
- Screening, assessment, and observation
 - Conduct developmental screening and socio-emotional checklist within 45 days of child's first group session
 - Follow up on referrals made and implement interventions
- Observe and document child's progress and maintain appropriate records
 - Teaching strategies Gold Child Assessment
 - Anecdotal records
 - Portfolio of child's work
 - Individual activities on lesson plans
 - Family visit reports
- Provide a safe environment in the vehicle when transporting children
- Ensure that children use the child safety restraint system at all times
- Be able to supervise children and ride the bus including go up and down steps
- Accompany the child on and off the bus rendering aid if needed
- Keep accurate logs of children being transported and ensure all children are off the bus before disembarking
- Ensure children are released only to authorized adults or to their classroom teacher upon arrival at the center
- Share information with appropriate staff concerning the enrolled children and their families which may include giving written information from parent to staff and from staff to parent
- Recruit, train, and utilize volunteers and document their contributions
- Access community resources to extend learning opportunities with field trips and visitors
- Identify own professional growth needs and develop a plan to achieve them
- Stay current in knowledge of child development by participating in education training opportunities

Competencies:

- Ability to use Microsoft Office, Outlook and general computer knowledge.
- Well rounded communication skills that include verbal and written.
- Ability to work and have a professional relationship with enrolled families.
- Able to understand, follow, support and ensure compliance with Head Start.
- Performance Standards, state licensing regulations, and Personnel Policies and Procedures and other regulations.
- Demonstrate ability to organize and manage time effectively.
- Knowledge of Child Development.
- Represent the Agency.

Supervisory Responsibility:

- Orient and supervise volunteers during children's group session in the absence of the teacher

Work Environment:

- MVCAA Licensed Child Care Early Head Start Center

Physical Demands:

- Physically able to lift and keep up with children preschool age children, including into and out of car seats; to fasten seat belts and ride the bus.
- Physically able and willing to participate in all children's activities.
- Physically able to sit in child sized chairs or on the floor.

Position Type and Expected Hours of Work:

- Entry level field staff position
- Non-Exempt, full-time; 33+ hours a week, 39 weeks per year
- May require some overnight stays for out of area training
- May require some evenings for family nights and home visits

Travel:

- Required to travel in and out of area for training and home visits
- Use of company or personal vehicle (mileage reimbursed for work related travel)
- Out of area travel expenses (air, hotel, meals, mileage will be paid or per-diem)

Required Education and Experience:

- High School Diploma or GED
- Must be willing to earn a Child Development Associate Credential within 2 years of hire unless have a CDA credential

Preferred Education and Experience:

- Associate's degree or higher in Early Childhood Education or related field

Additional Eligibility Qualifications:

- Negative results of initial and random drug testing
- Family Care Safety Registry and fingerprint criminal background screening with acceptable results
- Valid driver's license and access to an insured vehicle
- Complete a physical and TB test within 30 days of employment, thereafter an annual TB and a physical at the time of each 5 year grant cycle.

Expectations:

- Perform duties with a focus on safety and wellness
- Adhere to agency policies and code of ethics

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Work Authorization:

- Verification of identity and authorization for employment in the United States (I9 and E-Verify)

EEO Statement:

MVCAA provides equal employment opportunity to all individuals regardless of their race, color, religion, sex, age, national origin, disability unrelated to ability to do a job, gender identity, sexual orientation, military services, veteran status, pregnancy, childbirth, genetic information or any other characteristic protected by law.

Signatures:

Program Director _____

Human Resources Director _____

Employee: _____

Date: _____